

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
April 3, 2012**

IM 5141

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance Policy

SUBJECT: Clarification – TANF Allowable Amounts for Child Care Expenses

PROGRAMS: Temporary Assistance for Needy Families (TANF)

EFFECTIVE: October 1, 2011

RETENTION: Until manualized

**SECTIONS
AFFECTED:** 400-19-55-30-10, Child or Adult Dependent Care
400-19-145-30, Child Care Expenses

Currently, policy, in the sections listed above, states 'The amount of the expenses allowed under TANF for the cost of child care cannot exceed the maximum allowed under the Child Care Assistance Program' but lists the amounts prior to October 1, 2011. Updating the amounts in the TANF Manual and Vision System was inadvertently missed.

This IM is to clarify the following policies relating to these sections:

- The amount allowed for child care expenses cannot exceed the maximums allowed under the Child Care Assistance Program regardless of the amount listed in the section. The amounts will be removed from the TANF manual in the next Manual Letter. This will require Eligibility Workers to obtain the maximum amounts allowed for TANF from the Child Care Assistance Manual.

A report has been run to identify any cases that had Child Care expenses used as an expense from earned income since October 2011. There are a minimal number of cases and Eligibility Workers who have these cases will be notified.

- Child care expenses as a result of employment are the only child care expenses that can be allowed as a deduction from earned or unearned income. Child care expenses for education, training, participating in an allowable JOBS activity, etc., (other than paid employment) cannot be allowed as an expense from earned or unearned income. These expenses must be reimbursed through the Child Care Assistance Program.

If you have any questions, please contact your Regional Representative.